

Agenda

ASSET Administrative Team

April 3, 2024 @ 12:15pm

United Way of Story County @ 315 Clark Ave, Ames, IA 50010

1. Approval of March 6, Minutes
2. Treasurer's Report (Smith)
3. Old Business
 - a. Correspondence to Agencies – Reminder to check the ASSET website and 2024-2025 Calendar
 - b. Correspondence to Agencies – Submit all required documents (990s, annual audits, board minutes, etc.)
 - c. Status of Annual Review of Reference Manual
 - d. Status of Annual Review of Policies and Procedures
 - e. Status of Annual Review of Administrative Assistant Manual
 - f. Status of Audit of Books
 - g. Notification Letters to Wings of Refuge and Friends of CASA
 - h. Update on YSS Sequestered Funds for Emergency Shelter
 - i. Update on Agency Required Documents
4. New Business
 - a. Calendar Invites for Meetings
 - b. ASSET Agenda for April 11, 2024
5. Clear Impact Scorecard (Mundel)
6. Additional Items/Concerns
7. Adjournment
8. Announcements/Reminders
 - a. April 3, 2024 @ 12:15pm @ UWSC, 315 Clark Ave, Ames – ASSET Administrative Team Meeting
 - b. April 11, 2024 @ 5:00pm @ Story County Human Services Center, 126 S Kellogg Ave, Ames – ASSET Board Meeting
 - c. April 30, 2024 @ 5:00pm Letter of Intent DEADLINE for potential new agencies via email
 - d. May 1, 2024 @ 12:15pm @ UWSC, 315 Clark Ave, Ames – ASSET Administrative Team Meeting
 - e. May 9, 2024 @ 5:00pm @ Core Facility, 1805 Collaboration Pl, Training Room – ASSET Meeting
 - f. May 24, 2024 5:00pm Last day to submit new/expanded/returning services via email